

PowerTeacher PRO

Individual Student Report



This is a multi-function report you can generate that is organized by student. You can generate this report to compile the following information:

- Progress reports
- Missing and late assignments
- Grades
- Citizenship
- Category totals
- Assignment scores
- Comments
- Summary of student work
- Midterm update for students and parent

This report displays all sections accessible by you. However, the name of the Lead teacher for each class displays on the report.

1. Select **Reports** from the charms bar, and then choose **Individual Student Report**.
2. On the **Criteria** tab, enter a report title in the field provided.
3. Open the Select Classes menu and choose the classes to include on the report. You can select single classes, multiple classes, or a class group.
4. In the Sort Options section, open the Layout menu and choose how you want to sort information on the report.
 - Select **By Section, By Student** to sort by section and then by student for each section.
 - Select **By Student** to sort by student across all sections.
5. Open the Students menu and choose how you want the students sorted on the report. The Gradebook Preference option defaults to the selection you made on the Display Settings page. Open the Assignments menu and choose how you want assignments sorted on the report.
6. In the Data section, open the Select Data menu and choose the data to include on the report.

Data

Areas To Include*  Select Data 

Course Grades and Attendance, Assignments, Assignment Comments

Course Grade Comments

Assignments

Assignment Comments


Category Totals


Show Percentages


Show Assignments with no Data


Date Range


Course Grades


Assignment Date Range Q1 


Category Totals Select Reporting Term  Q1

Data Filters 

Assignment Attributes Filter Assignments  Any Assignment

Assignment Scores Filter Scores  Any Scores

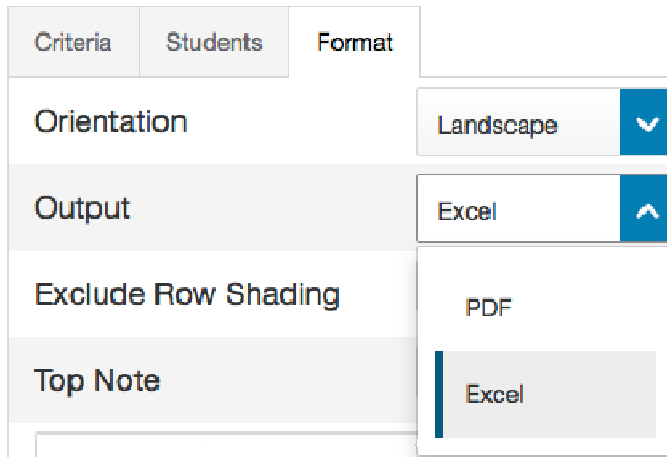
Assignment Categories Filter Categories  Any Category

Course Grades Filter Grades  Any Course Grades

Additional menus appear on the page depending on the selections you make to allow you to further refine the report. The current default settings are listed on the menus or next to them.

Report Tip: To generate a report of missing assignments, Select **Assignments** from the Areas To Include menu, and then select **Missing** from the Assignment Attributes menu in the Data Filters section.

8. Select the **Students** tab. If you want to run the report for a subset of students, select **Add/Remove Students** and use the Filter field to search for specific students. Uncheck the boxes next to the students you want excluded from the report.
9. Select the **Format** tab to specify how you want the report to look.



Criteria	Students	Format
Orientation		Landscape
Output		Excel
Exclude Row Shading		PDF
Top Note		Excel

- Depending on the report, you can select the Output type of **PDF** or **Excel**.
 - You can enter text that you want to appear on the report in the Top Note and Bottom Note fields.
10. Select **Run Report**. When using most browsers, the file automatically downloads to the folder you have designated on your computer. When using Safari browser, the report output appears in a window. Choose **File > Export as PDF** to download the report to your computer.